



Academic Senate Meeting Minutes

Date: Friday, September 9, 2016

Time/Location: 1-3 PM / WCC Room 113 & LCC Room 115

Senate Roles and Responsibilities (The 10+1)

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| <ol style="list-style-type: none"> 1. Curriculum, including establishing prerequisites and placing courses within disciplines. 2. Degree and certificate requirements 3. Grading policies 4. Educational program development 5. Standards or policies regarding student preparation and success 6. District and college governance structures, as related to faculty roles | <ol style="list-style-type: none"> 7. Faculty roles and involvement in accreditation processes, including self-study and annual reports 8. Policies for faculty professional development activities 9. Processes for program review 10. Processes for institutional planning and budget development 11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate |
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Senators: Matt Clark (President), Donna McGill-Cameron (CTE), Doug Stone (WCC Adjunct), Jaya Shah (Math & Science), Kevin Ferns (Secretary, FaLaHum), Greg Gassman (Social Science), Pam Geer (CCC Adjunct), Christopher Howerton (VP, At-large), Jose Vallejo (Student Services)

Ex-officio Members: Mike Papin (Lake County Campus Faculty)

Not Present: Omar Huerta (ASWCC Rep)

Guests: Ioanna Iatridis, Dean Ortiz-Mercado, President White, Vice President Konuwa

Call to order 1:07 p.m.

Item	Description-Type	Lead	Background and Objective
I	Approval of Agenda - Action		Approve agenda as amended of 9/9/16 (MSC Howerton/Gassman)
II	Public Comment		Guests are welcome to comment on any item on the agenda or not on the agenda. For items on the agenda, they may comment now or during the discussion of that item.
	<i>Discussion:</i> None		
III	Approval of Minutes-Action		Review and approve the minutes of 8/26/16 regular meeting
	<i>Discussion/Decision:</i> The minutes of 8/26 are approved as amended (MSC Howerton/Gassman)		
IV	President's Report - Information/Discussion	Clark	
	<i>Discussion/Decision:</i> <ol style="list-style-type: none"> 1. Clark and Howerton met with Stone last week as part of the orientation of new senate members. 2. The board meeting last night was the longest Clark has seen in 3 years. The discussion focused on the increase in costs for district office space. 3. Clark and Kemble asked the board to consider hiring more faculty at the board meeting. 4. Clark spent the day yesterday at LCC and met with many faculty members, talking about curriculum and program review issues. 5. The Library Advisory Committee met this morning and will have a revised purpose statement to forward to the senate. 6. Clark met with Chancellor Houston and G. Kemble regarding the hiring of the new vice chancellor. An advisory committee will be formed soon for this position. 7. The greenhouse will take up some of the space that the garden had used. The garden may need to be moved. The senate may need to take up the issue in a future meeting. 		
V	Vice President's Report <ol style="list-style-type: none"> 1. Committee Appointments – Action 2. Curriculum Update – Information/Discussion Other – Information/Discussion	Howerton	
	<i>Discussion/Decision:</i> Committee Appointments <ol style="list-style-type: none"> 1. <u>WCC DE Committee</u> – N. Kirschner, McGill-Cameron, and H. Morgan are appointed to the committee. 2. <u>Student Success Committee</u> – A call will go out again for this one. 3. <u>College Council</u> – I. Larson is appointed as the LCC representative. 4. <u>Communication and Technology (CAT)</u> – N. Turney is appointed as the part time representative. 5. <u>FSAPC (Faculty Staffing Administrative Planning Committee)</u> – H. Morgan is appointed. 6. <u>Academic Calendar Committee:</u> M. Papin is appointed. Evaluation Committees <ol style="list-style-type: none"> 1. Howerton will send out a call for representatives for the committees for new faculty. The Curriculum Committee has posted the catalog addendum to the website. Last week Howerton attended an accreditation training that was very beneficial.		
VI	3. Senate/Committee Reports - Information	Senate	Objective: 1. Appoint faculty members to committees. 2. Receive update on work of the Curriculum Committees.

	<i>Discussion/Decision:</i>		
	<ul style="list-style-type: none"> ➤ Ferns reports that the new part time faculty in FALAHUM this week received access to email, Canvas, and WebAdvisor. They were hired over the summer, and it's now week 4 of classes. He hopes we can treat our new faculty with the respect they deserve. This affects student learning, as those instructors were unable to communicate with their students using campus email and they could not set up their courses in Canvas. ➤ McGill-Cameron attended an accreditation training last week. Also, the division had expressed some concerns to Dean Chahal, which the dean promptly responded to. Thank you to Dean Chahal for addressing those concerns. ➤ Gassman reports that M. Moreno was invited to be the keynote speaker at a conference at University of Texas-El Paso in September for Hispanic Heritage Month. She was also invited to the Cache Creek Nature Preserve to advise on the "Tending and Gathering Garden" and how to incorporate cultural history into their educational program. ➤ Shah reported an issue with room 623. He also reports that the Cadaver Room is progressing nicely. ➤ Vallejo reports that Student Services is disappointed that the UCD Top contract was not renewed and that the representative will not come to WCC. This will result in the cancellation of many student appointments. The Career Fair is next week and S. McDonald has done a great job coordinating this. Unfortunately the Transfer Fair will take place outside which will present some additional challenges. Please announce in your classes. 		
	Ex-officio Reports - Information	Papin, Huerta	
VII	<i>Discussion/Decision:</i>		
	<ol style="list-style-type: none"> 1. Papin reports that LCC had a successful Curricunet training this week, and thanks to B. Asmus and N. Kirschner for putting that together. The District calendar for 2017-2018 will be approved by the Board soon. The compressed calendar is not being considered for the 17/18 and the 18/19 calendar due to lack of progress on contract negotiations. 		
VIII	Senate Goals 2016/17 – Information/Discussion	Senate	Background: The senate shall annually establish goals and share the goals with the Governing Board. Objective: Final review of proposed senate goals prior to adoption at the September 23 Senate Meeting.
	<i>Discussion/Decision: Not discussed</i>		
IX	Senate Purpose Statement – Discussion/Action	Senate	Background: The senate shall annually review its purpose statement and revise as needed. Objective: Second review the senate purpose statement and recommended revisions followed by debate of adopting the revised purpose statement.
	<i>Discussion/Decision:</i>		
	<ol style="list-style-type: none"> 1. Howerton and McGill-Cameron note changes to the proposed purpose statement. <ul style="list-style-type: none"> ➤ Motion to approve the purpose statement with the proposed edits (MSC Howerton/McGill-Cameron) 		
X	Bylaws Revision: Membership – Discussion/Action	Senate	Background: With the addition of Lake County Campus (LCC) to the WCC umbrella, the bylaws should be revised to reflect the representation of the LCC faculty on the senate. Objective: Review a proposal for revising the membership and terms of members of the Academic Senate.
	<i>Discussion/Decision:</i>		
	<ul style="list-style-type: none"> ➤ Motion to carry the membership changes to an open forum (MSC Howerton/Gassman) 		

XI	Proposed Prioritization Plan for Instructional Equipment and Deferred Maintenance Funds, Strong Workforce Funds, and Perkins Funds – Information/Discussion	Senate	<p>Background: The Chancellor’s Executive Team (CHEX) has drafted a proposal for allocating funds from certain funding streams. The proposal was brought to DCAS and will now be vetted at each college (at WCC the vetting will take place primarily in Budget and Planning (B&P)).</p> <p>Objective: Review the proposal with the intent of informing the senate appointees to B&P.</p>
<i>Discussion/Decision: Not discussed</i>			
XII	Student Services Faculty Participation on Governance Committees – Information/Discussion	Senate	<p>Background: With a change last (academic) year in the process of scheduling counselor’s work, there is a current impasse over how committee participation is to be incorporated into their schedules.</p> <p>Objective: Review the status and consider a statement emphasizing the importance of participation of Student Services faculty members on the WCC governance committees.</p>

	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. Clark reports that it is essential to have student services faculty on college committees. Counselors previously had had control over their schedules. The current process has removed some of that control now that the dean is scheduling student appointments during times when those counselors would like to be participating on committees. Counselors don't get flex hours for committee work and counselors are meeting with students for up to 30 hours per week. Counselors would like to have more access to the SARS Grid so they can participate in committees. 2. Vallejo reports that the environment in Student Services is not good for faculty. There are trust issues in the department as well. For example, he needed to ask permission to be at the meeting today, and if he stays through the entire meeting the dean would ask him to stay later tonight to make up the hours. The dean is tracking every half hour of every day for each counselor. This also affects the counselors' engagement with the community because all requests from the community must go through the dean. This is a highly bureaucratic system that is creating more work for everyone. The micromanagement in the department is increasingly affecting morale among the faculty. 3. President White states that this discussion needs to take place at the District level so that all the Student Services departments are working in the same way. 4. Dean Ortiz-Mercado reports that SARS allows for more student access to counselors. She is using a centralized approach followed by most community colleges in the state. Counselors at other colleges don't typically have access to their schedules at those colleges. Counselors send their schedules prior to the semester and can block out their schedules as needed. She states that it's important that counselors take part in committees, and if they wish to reschedule for committees they can. 5. Vallejo reports that counselors in the state are not asked to track all their professional development hours. This is not a functional work environment. 6. Dean Ortiz-Mercado reports that there are some months that are slower than others, which would allow for counselors to do more outreach in the community or professional development. 7. Vallejo notes that counselors have always worked late and had evening hours and have been very successful and have had consistency. 8. President White states that the data has not been tracked accurately in the past. No college in the state allows counselors to change their schedules in SARS. Students will complain when the counselor is not present due to a cancellation. It's true that SARS was not rolled out well two years ago and that counselors should have been consulted at that time. He has tasked the dean to ensure that a counselor is always available in the grid. 9. Howerton asks whether there is more flexibility in the ability to craft schedules throughout the semester. He is concerned that the lack of flexibility in the scheduling will affect committee work by counselors. 10. President White notes that teaching faculty must fulfill their contractual obligation to be in class because it's in their schedule. Counselors have a 30-hour contractual obligation to meet with students just as teaching faculty must always be in class during their assigned class times. Just as teaching faculty would not simply miss a class, counselors cannot miss student appointments when they are scheduled. 		
XIII	<p>Distributive Education Scheduling Guidelines – Information/Discussion</p>	<p>Senate</p>	<p>Background: The Dean of Instruction and WCC Vice President have made the decision not to allow faculty to teach more than 2 online classes. Objective: Information</p>
	<p><i>Discussion/Decision:</i></p> <ol style="list-style-type: none"> 1. The current policy has affected some faculty negatively, particularly faculty at LCC who have been generating more FTES through online courses. There are contractual issues here that need to be followed up on. The DE Subcommittee should also make a recommendation regarding staffing DE classes. 		

XIV	Education Master Plan (EMP) Draft Review – Information Discussion	Senate, President White	Background: WCC is in the process of updating its EMP. After a number of external and internal scans, the first draft of the EMP is available. Objective: Collect faculty feedback on the draft and receive an overview of next steps.
	<i>Discussion/Decision:</i> 1. President White notes that this is an incomplete draft and that it does not yet include complete data for LCC. This is the result of 18 months of work. Next steps are to provide feedback to the College Council.		

Meeting adjourned at 3:05 p.m.

Senate Goals, 2015-2016			
#	Goal	Who	Status
1	Student Success: Identify and address barriers to student success (counseling availability, course offerings...).	Clark, Bahneman,	Underway in Student Success Committee
2	Curriculum: Create catalog/class schedule subcommittee (via curriculum and scheduling committees), increase faculty awareness, establish program development structure and incorporate with EMP.	McGill, Howerton	Ongoing
3	Lake County Campus (LCC) Transition: Integrate the faculty, staff, and students at the Clear Lake Campus into the governance, planning, and budgetary processes at WCC.	Clark, Howerton, Papin	Non-senate committee recommendation to be forwarded to committees for consideration.
4	Sabbatical Leave: (Re)define the sabbatical leave process in light of the multi-college transition.	Clark	In (slow) progress
5	Faculty Evaluation: Improve the faculty evaluation process.	Clark, Howerton, Geer	In (slow) progress
6	Grading Policies: Review, update, and distribute Faculty Handbook.	Clark	Awaiting Work of CLAS
7	Colusa County Campus (CCC): Create comprehensive process for Colusa County Outreach Facility (CCOF).	Clark, Geer	Midway through CCC Compression Planning. Need to assess the meshing of the compression planning with identified gaps at CCC.
8	Revise Senate Constitution and Bylaws.	Clark, McGill, Gassman, Ferns	Constitution revision to a vote in April
9	Sustainability and Grant Funding: Define process for seeking grants and sustaining work after grants or categorical funds expire.	Clark, Konuwa	Discussed without detail in both senate /administration leadership meetings and B&P.
10	Education Master Plan (EMP): Work with College Council to create the new WCC EMP.		Budget and Planning is prioritizing work from 1/29 EMP activity.
11	Distributive Education (DE): Work with the Curriculum Committee and the Dean of Student Success and Planning to strengthen the WCC DE modality. Work should include, but not be limited to, faculty training, student training, student supplemental resources, and ensuring regular, instructor initiated contact.	Clark, Shah	DE Coordinator position has been established. Julie Brown will fill that role as a special project this semester and has been selected to be coordinator beginning Fall 2016. The senate will review a draft DE Handbook on 3/25 and 4/8.

Standing Committee:

ACADEMIC SENATE

President: Matt Clark

Vice President: Christopher Howerton

Secretary: Kevin Ferns

The senate, in accordance with Title 5 of the California Code of Regulations, shall be the recognized representative of the faculty to the administration and governing board of Woodland Community College in matters concerning academic and professional issues, and shall participate in the formation and revision of district policies and procedures in all matters of an academic and professional nature.

The purpose of the senate shall be to:

- Promote the general welfare of **the campuses and the faculty** of Woodland Community College.
- Work toward the development and improvement of professional standards.
- Provide for issues affecting faculty and the college community.
- Represent the faculty in making recommendations to the administration and the Board of Trustees with respect to academic and professional matters.

The Academic Senate shall have **primary responsibility** for the following (Board-Senate Agreement, 1993 and California Code of Regulations, Title V: Sections 53200-53206):

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies

The following items shall require **mutual agreement** between the Academic Senate and the Board of Trustees (Board-Senate Agreement, 1993):

4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance constitutions, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Process for program review
10. Process for institutional planning and budget development, and
11. Other academic and professional matters as are mutually agreed between the Governing Board and the Academic Senate.

Special Guidelines, Parameters, and/or Resources:

Academic Senate Membership

Membership in the Academic Senate shall consist of those individuals employed by the Yuba Community College District **with primary load at Woodland Community College or one of its campuses** who meet the following definition of "faculty." "Faculty" means those employees of a community college who are employed in positions that are not designated as supervisory or management for the purpose of Section 3540 of the California Government Code, and for which minimum qualifications for hire have been specified in the regulations of the Board of Governors, adopted pursuant to Section 87356 (a) of the California Education Code. Faculty include, but are not limited to, instructors, librarians, counselors, community college health services professionals, disabled student programs and services professionals, and individuals employed to perform a service that, before July, 1, 1990, required non-supervisory, non-management certifications qualifications. Persons who do not meet the above definition are not eligible for membership to the Academic Senate.

A **part-time** faculty member is eligible for membership only if currently employed by the district or if that person has a "return right" in the following semester.

Composition

The academic senate shall be composed of the elected president of the senate, **seven** additional fulltime faculty members, two **part-time** faculty members, and the past president of the senate (when seated).

Senate Representation

(Will update to be consistent with the Bylaw revisions)

Group members shall nominate from their own group. If a representative area from Academic

Group 1 chooses not to elect a representative, that position will become an at-large position and the person elected to this at-large position will represent all full-time faculty members. If the

Colusa outreach chooses not to elect a representative that position will become an at-large position to be filled by a **part-time** faculty member at the Woodland campus, and this senator will represent all **part-time** faculty members. Only area senators elected by the means set forth in Bylaws will be seated.

Senate Officers

The officers of the senate shall include a president, vice president, and a secretary. The officers' terms, election procedures, and duties are set forth in Bylaws

Duties and Responsibilities

Senate Quorum

The academic senate shall have regular and special meetings, as herein provided, and a majority of the senate shall constitute a quorum, which shall be sufficient to transact business.

Meeting Minutes

The academic senate shall keep minutes of all its meetings and publish the proceedings of each meeting.

Senate Committees

The academic senate may create and maintain committees and authorize such to perform any duty within the scope of the senate's authority.

Recommendations to the Board of Trustees

The academic senate shall present its written and oral views and recommendations to the Board of Trustees through regularly established channels. However, the senate, after consultation with the administration, may present its views directly to the Board of Trustees. In accordance with the regulations of the California Community College Board of Governors, "The Board of Trustees shall consider such views and recommendations."

Meeting Schedule:

Second and fourth Fridays of the month during Fall and Spring semesters, from 1:00-3:00pm in Room 113 unless otherwise advertised.

How Work Is Communicated:

- Agendas and minutes posted to the Woodland Community College web page.
- Senators will communicate with their respective constituent groups.

ACADEMIC SENATE

Membership

Position	Term	Name
OFFICERS		
Academic Senate President	2016-18	Matt Clark
Vice President	2016-17	Christopher Howerton
Secretary	2016-17	Kevin Ferns
REPRESENTATIVES		
Group 1		
Mathematics and Science	2014-17	Jaya Shah
Language Arts	2014-17	Kevin Ferns
Business and Vocational	2015-18	Donna McGill-Cameron
Social Sciences	2015-18	Greg Gassman
Student Services & Counseling	2016-19	Jose Vallejo
Group 2		
At-large Senator	2016-19	Christopher Howerton
At-large LCC/CCC	2016-2017	Mike Papin
Group 3 (Part-time)		
At-large Senator Woodland	2016-19	Doug Stone
At-large Senator CCC	2015-18	Pam Geer

Current Language

Constitution

ARTICLE III - MEMBERSHIP QUALIFICATIONS

SECTION 1 – Senate Membership

Membership in the academic senate shall consist of those individuals employed by the Yuba Community College District, who meet the following definition of "faculty." "Faculty" is defined as those employees of the Yuba Community College District who hold the rank of "professor," "instructor," or "adjunct faculty member." An adjunct faculty member is eligible for membership only if currently employed by the district or if that person has a "return right" in the following semester ("return right" as defined in the YCAFT Contract).

ARTICLE IV - COMPOSITION AND OFFICERS

SECTION 1 – Senate Composition

The academic senate shall be composed of the elected president of the senate, six additional full-time faculty members, two adjunct faculty members, and the past president of the senate (when seated)

SECTION 2 – Senate Representation shall be as defined in the Bylaws, Article III, Section 3.

Bylaws

Article III

Section 3

Representation to the senate shall be as follows:

Academic Group 1 shall consist of one representative from each representative area (full-time faculty):

1. Mathematics and Science (mathematics, statistics, life sciences, physical sciences)
2. Language Arts (English, speech, English as a second language [ESL], reading, foreign languages, art, humanities, library)
3. Business and Vocational Education (accounting, economics, agriculture, administration of justice [AJ], business, early childhood education [ECE], mass communications)
4. Social Sciences (history, sociology, psychology, anthropology, philosophy, political science, ethnic studies)
5. Student Services (Disabled Students Programs and Services [DSPS], counseling)

Academic Group 2 (full-time faculty)

1. One at-large senator

Academic Group 3 (adjunct faculty)

1. One at-large faculty member from the Woodland campus
2. One at-large faculty member from the Colusa outreach

Group members shall nominate from their own group. If a representative area from Academic Group 1 chooses not to elect a representative, that position will become an at-large position and the person elected to this at-large position will represent all full-time faculty members. If the Colusa outreach chooses not to elect a representative, that position will become an at-large position to be filled by an adjunct faculty member at the Woodland campus, and this senator will represent all adjunct faculty. Only area senators elected by the means set forth in Bylaws will be seated.

SECTION 6 – Senate Term Limits

The senate president shall serve a two-year term, with elections being held in odd-numbered years. The past president shall serve a one-year term, immediately following his or her term as president. All other senators shall serve three-year terms with elections staggered in years as follows:

1. Language Arts/Art – 2008, 2011, 2014...
2. Math/Science – 2008, 2011, 2014...
3. Social Science – 2009, 2012, 2015...
4. Business/Vocational Education – 2009, 2012, 2015...
5. Student Services – 2010, 2013, 2016...
6. Adjunct for Woodland – 2010, 2013, 2016...
7. Adjunct for Colusa – 2009, 2012, 2015...
8. At Large – 2010, 2013, 2016

PROPOSED LANGUAGE

Bylaws

Article III

SECTION 3 – Election of Senators Representing Academic Groups

Academic Group 1 shall consist of one representative from each representative area (full-time faculty):

1. Mathematics and Science (computer science, **health**, life sciences, mathematics, nutrition, physical sciences, statistics).
2. Language Arts (art, **communication studies**, English, English as a second language (ESL), foreign languages, **learn**, philosophy, reading)

3. Career and Technical Education (accounting, administration of justice (AJ), agriculture, business, culinary arts, early childhood education (ECE), economics, **welding**)
4. Social Sciences (anthropology, **economics**, education, ethnic studies, history, psychology, political science, sociology)
5. Student Services (counseling, Disabled Students Programs and Services (DSPS), **library, student success**)

Academic Group 2 (full-time faculty)

1. One at-large senator representing Woodland Community College campus full-time faculty members
2. One at-large senator representing Lake County Campus and Colusa County Campus full-time faculty members

Academic Group 3 (**part-time** faculty)

1. One at-large faculty member from the Woodland Community College campus
2. One at-large faculty member from the Lake County Campus or the Colusa County Campus

Group members shall nominate from their own group. If a representative area from Academic Group 1 chooses not to elect a representative, then that position will become an at-large position and the person elected to this at-large position will represent all full-time faculty members. If the **part-time** faculty members at the Lake/Colusa County Campuses choose not to elect a representative, then that position will become an at-large position to be filled by a **part-time** faculty member at the Woodland Community College campus, and this senator will represent all **part-time** faculty members. Only area senators elected by the means set forth in Bylaws will be seated.

SECTION 8 – Senate Term Limits

The senate president shall serve a two-year term. The past president shall serve a one-year term, immediately following his or her term as president. All other senators shall serve three-year terms with elections staggered in years as follows:

1. Language Arts/Art –2017, 2020, 2023, 2026...
2. Math/Science –2017, 2020, 2023, 2025...
3. Social Science –2018, 2021, 2024, 2027...
4. Business/Vocational Education –2018, 2021, 2024, 2027...
5. Student Services –2019, 2022, 2025, 2028...
6. At Large Woodland – 2019, 2022, 2025, 2028...
7. At Large Lake/Colusa – **2017, 2020, 2023, 2026...**
8. **Part-time** for Woodland –2019, 2022, 2025, 2028...
9. **Part-time** for Lake/Colusa –2018, 2021, 2024, 2027...